



**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
**Authorized Federal Supply Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)*

Schedule Number: 736  
Schedule Title: Temporary Administrative and Professional Staffing Services (TAPS)  
FSC Group: 736

Contract Number: GS-07F-0502Y

*For more information on ordering from Federal Supply Schedules go to the internet address: <http://www.gsa.gov/schedules>. Find the link to GSA Schedules. Then find the link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.*

Contract Period: August 15, 2012 through August 14, 2017

**Gradillas Court Reporters, Inc.**

345 N. Maple Drive, Suite 185

Beverly Hills, CA 90210

Phone Number: 310-859-6677

Fax Number: 310-859-6694

Web site: [www.gradillas.com](http://www.gradillas.com)

Contact for contract administration: Josephine Gradillas

Email: [JGradillas@gradillas.com](mailto:JGradillas@gradillas.com)

Business size: 8(a) Certified Women Owned Economically Disadvantaged Small Business

## CUSTOMER INFORMATION

- 1a. Table of awarded Special Item Numbers (SINs):

<u>SIN #</u>	<u>SIN Title</u>
736-1	ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS
736-4	INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS OCCUPATIONS

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Not Applicable

- 1c. Hourly rates and description of all corresponding commercial job titles, experience, functional responsibility and education: All hourly rates shown are firm fixed. See the following price list for hourly rates by location and labor category. Service Contract Act applies to Court Reporters and Videographers and the most current Wage Determination schedule in effect at the time will be used.

2. Maximum order for each SIN: \$100,000 per SIN

If the best value selection places your order over the Maximum Order identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract, or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404

3. Minimum order: \$100 unless the Contractor agrees to accept a smaller order amount

4. Geographic coverage (delivery area): The preponderance of work location has been identified as:

States: Arizona, California, Colorado, Georgia, Florida, Illinois, Maryland, Massachusetts, Nevada, New Jersey, New York, North Carolina, Oregon, Pennsylvania, South Carolina, Texas, Utah, Virginia, Washington and the District of Columbia

5. Point(s) of production: Not Applicable

6. Discount from list prices or statement of net price: 5%

7. Quantity discounts: None

8. Prompt payment terms: 1% 10 days, Net 30 days

- 9a. Government purchase cards are accepted at or below the micro-purchase threshold

- 9b. Government purchase cards are accepted above the micro-purchase threshold

10. Foreign items: None

- 11a. Time of delivery: Standard 10 business days

- 11b. Expedited delivery: Available upon request for extra charge

- 11c. Overnight and 2-day delivery: Available upon request for extra charge
- 11d. Urgent requirements: Agencies can contact the Contractor's representative to ensure a faster delivery. Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery
- 12. F.O.B. point(s): Not Applicable
- 13a. Ordering address: Same as Contractor address
- 13b. Ordering procedures: For supplies and services, the ordering procedures, and information on blanket purchase agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405
- 14. Payment address: Same as Contractor address
- 15. Warranty provision: Standard Commercial Warranty. Customer should contact Contractor for a copy of the warranty
- 16. Export packing charges: Not Applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Not Applicable
- 18. Terms and conditions of rental maintenance, and repair: Not Applicable
- 19. Terms and conditions of installation: Not Applicable
- 20. Terms and conditions of repair parts: Not Applicable
- 20a. Terms and conditions for any other services: Not Applicable
- 21. List of service and distribution points: Not Applicable
- 22. List of participating dealers: Not Applicable
- 23. Preventative maintenance: Not Applicable
- 24a. Special attributes such as environmental attributes: Not Applicable
- 24b. Section 508 Compliance for EIT: Not Applicable
- 25. Data Universal Number System (DUNS) number: 067459326
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: Contractor has an Active Registration in the CCR database
- 27. Company's policy regarding uncompensated overtime: Not Applicable



Gradillas Court Reporters provides exceptional Court Reporting, Video, and all litigation support services in California and throughout the United States. Verbatim transcripts of Depositions, Hearings (i.e. EEOC, Administrative, and Arbitration) and Trials are provided expeditiously and expertly nationwide.

We employ quality court reporters and video technicians who deliver unsurpassed service in Los Angeles or nationwide; utilizing the most current technologies: realtime court reporting, video/audio/text internet streaming, HD Video Conferencing, remote realtime technology and video text synchronization.

Located in the immediate vicinity of both Cedars Sinai and UCLA Medical Centers, we provide expert medical court reporting and video. Additionally, a medical expert can easily testify from our Beverly Hills Video Conferencing Center using streaming technology to a Courtroom located anywhere in the United States.

We're just a short ride from LAX and in close proximity to Century City, Santa Monica and downtown Los Angeles. Our Complimentary Conference Rooms, the latest technology and a dedicated staff of court reporters and videographers are here to assist you with all your deposition needs.

Gradillas Court Reporters has handled Complex Litigation, Medical Malpractice, Construction Defects, Intellectual Properties, Toxic Torts, Securities Litigation and Major Torts. We provide Litigation Support, Realtime Depositions, Realtime Streaming Depositions, Video Conferencing Depositions, Video Depositions, Medical Depositions, Video/Text Synchronization, E-Transcript and Exhibit Linking.

<b>SIN(s)/PED(s) PROPOSED</b>	<b>SERVICE PROPOSED (e.g. Job Title/Task)</b>	<b>MINIMUM EDUCATION/ CERTIFICATION LEVEL</b>	<b>MINIMUM YEARS OF EXPERIENCE</b>	<b>PRICE OFFERED TO GSA (including IFF)</b>
736-1	Court Reporter Regular Per page - + hourly	Bachelor degree; CSR & RPR	7	\$5.88
736-1	Videotape/Expert hourly fee	Bachelor degree; CLVN	4	\$35.77
736-1	Hearings/meetings/arbs hourly fee			\$42.82
736-1	Sat/Sun/weekly outside of 9:00 – 5:30			\$42.82
736-1	Regular deposition page rate with - \$35 hourly			\$5.88
736-1	Regular deposition page rate			\$5.88
736-1	Videotape deposition page rate			\$5.97
736-1	Expert deposition page rate			\$5.97
736-1	Hearings/meetings/page rate with \$50.00 hourly - regular			\$6.21
736-1	Hearings/meetings/arbs/page rate w \$65.00 hourly - technical			\$6.93
736-1	Exhibits tabs per page b/w			\$0.52
736-1	Exhibits per page color			\$2.12
736-1	Handling fee - flat fee			\$40.05

736-1	Condensed transcript - flat fee	\$35.77
736-1	Depo partner ASCII/Etran/exhs - flat fee	\$35.77
736-1	Archival - flat fee	N/C
736-1	Hookup with browsing per page	\$2.14
736-1	Rough ASCII per page	\$2.14
736-1	Late cancellation- appearance - flat fee	\$214.11
736-1	Delivery (included with handling above)	\$40.05
736-1	EXPEDITED RATES	
	Regular deposition expedited next day - per page	\$11.76
	Regular deposition expedited 2nd day - per page	\$11.18
736-1	Regular deposition expedited 3rd day	\$10.59
	Regular deposition expedited 4th day - per page	\$10.00
	Regular deposition expedited 5th day - per page	\$9.41
	Regular deposition expedited 6th day - per page	\$8.83
	Regular deposition expedited 7th day - per page	\$8.23
	Regular deposition expedited 8th day - per page	\$7.65
736-1	EXPEDITED RATES - VIDEO DEPOSITION	
	Video deposition expedited next day - per page	\$11.94
	Video deposition expedited 2nd day - per page	\$11.35
	Video deposition expedited 3rd day - per page	\$10.75
	Video deposition expedited 4th day - per page	\$10.15
	Video deposition expedited 5th day - per page	\$9.55
	Video deposition expedited 6th day - per page	\$8.96
	Video deposition expedited 7th day - per page	\$8.36
	Video deposition expedited 8th day - per page	\$7.77
736-1	EXPEDITED RATES - EXPERT DEPOSITION	
	Expert deposition expedited next day - per page	\$11.91
	Expert deposition expedited 2nd day - per page	\$11.35
	Expert deposition expedited 3rd day - per page	\$10.75
	Expert deposition expedited 4th day - per page	\$10.15
	Expert deposition expedited 5th day - per page	\$9.55
	Expert deposition expedited 6th day - per page	\$8.96
	Expert deposition expedited 7th day - per page	\$8.36
	Expert deposition expedited 8th day - per page	\$7.77
736-1	EXPEDITED RATES – EXPERT & VIDEO SAME AS ABOVE	

736-1	EXPEDITED RATES – HEARINGS/MEETINGS/ARBITRATIONS Hearings/Meetings/Arbs expedited page rate w/hourly	\$11.91
736-1	Hearings/Meetings/Arbs expedited next bus day delivery without hourly rate - page rate/no hourly	\$14.81
736-1	LEF LiveNote Evidence File - flat rate	\$56.93
736-4	VIDEOTAPING	
	First 2 hours only	\$257.18
	Additional hours after first 2 hours	\$85.39
	Over time rate @ 1.5 x - hourly	\$130.10
	DVD each - flat rate	\$125.94
	Video Duplication each - flat rate	\$75.57
	Cancellation fee - flat rate	\$212.85
	Handling	\$38.29
	Synchronization	\$574.31
	Expedited Fees *NO EXPEDITED FEES FOR VIDEO*	
736-4	VIDEO CONFERENCING	
	Regular video conferencing rates 9:00 a.m. to 5:00 p.m. PACIFIC TIME - hourly rates	\$211.84
	Off hours video conferencing rates Before 9:00 a.m after 5:00 p.m. - hourly rates	\$332.75
	Initiate Calls	\$90.93

## SERVICE DESCRIPTIONS

Court Reporting of depositions, hearings, arbitrations, meetings, interviews - these service items are taken in shorthand and transcribed by court reporters, who are qualified by certification, licensing, and experience to report in the state where the matter is held and are notary publics or otherwise qualified to swear a witness in the matter. This is called “regular” vs. technical or expert work if the witnesses taken are non-expert.

Expert or videotaped court reporting of depositions, hearings, arbitrations, meetings, interviews - these service items are the transcript of testimony of expert witnesses who are delivering expert opinions, i.e. doctors, lawyers, accountants, engineers, scientists, etc.

Appearance fee - this service item is for the court reporter's time billing to attend a legal matter to write or transcribe the matter. Weekend and Holiday appearance fees are for attendance by the reporter on weekends or holidays. Wait time is when a reporter is called to take a proceeding and the proceeding is delayed for reason of witness no-show, etc.

Videography - this service item is performed by persons skilled in legal videography and editing of legal videography for replay in trial, mediation and arbitration. These individuals have a basic training in skills of operating a camera and getting a good film and audio of hearing matters, and a further training in certification standards of the National Court Reporting Association.

Certified Copy of Transcript - a copy of the transcript that the reporter has certified as a true and correct copy. This copy is normally purchased by the opposite counsel/party than the party who purchases the original transcript.

Interactive Realtime Hookup - this is an electronic (cord or Bluetooth) connection between the reporter's laptop computer and counsel's laptop computer such that counsel can read the rough draft of the testimony as it is occurring and being written by the court reporter. This hookup sometimes requires expert computer knowledge on the part of the court reporter or IT department to make adjustments or software downloads to allow counsel's laptop to receive the feed.

Interactive Realtime Transcript per page - this is the charge per page for a court reporter to write a realtime feed of the testimony to counsel's laptop during a proceeding.

Live Note Token - this is software that allows counsel to receive a realtime feed that requires a fee to be paid each time the software is used.

Audiotape transcription - transcription from electronic media to be delivered in electronic and/or paper format where a matter was audio recorded but no court reporter was present to take the hearing/event in shorthand.

Rough ASCII - this is a rough draft of the testimony copied out to electronic format such as a CD or USB drive, or emailed to counsel at the end of the day or the end of a witnesses' testimony as requested by Counsel.

Exhibits - documents requested by Counsel to be copied or scanned and maintained as a part of the record of a proceeding. These may be documents in black and white or color, and may be scanned or digitized.

Manuscript, E-Transcript, PDF with word index - these service items are all the same type of delivery to counsel of a condensed version of the transcript with a word concordance/index at the back of the transcript for work searches.

Video Setup - this service item is the setup of video camera, backup video camera and microphones to allow a clear audio/video recording of witness testimony and in the protocol called for in depositions in legal matters.

Editing videos - this is the process of making video clips, dual camera screens merged, etc. to ready the video testimony or portions thereof to be shown to a judge, arbitrator panel, or jury.

Cancellation fee - this service item is for service requests for videography that are cancelled within six hours of job start time.

Videoconferencing - this is for audio and video conferencing between parties from remote locations to each other and can include multiple parties and counsel from various locations. The signal is carried over the internet IP system to combine the participants into a unified meeting.

DVT authoring or transcript synching is matching the video and written transcript and synchronizing them electronically so that portions of the video can be played by simply finding the text in the transcript and pushing the play button in the transcript/video combined or synched file. This is also the format file used for making clips.

Exhibit Linking – scanned exhibits are hyperlinked within the transcript, enabling access to any exhibit reference by double clicking. This allows full display of the exhibit, which can then be word searched and printed out.